

**Minutes of Panorama Heights Elementary School PAC
Meeting NOVEMBER 21, 2016**



Chairperson: Tracey Yuruk

Attendees:

Tracey Yuruk	Alex McLaughlin
Wendy Yu	Melanie Norris
Jerusha Chong	Victor Ulanday
Lavina Wong	Macy Alizadeh-Azimi
Shemma Mousavi	Frank Moudakis
Sarah Taylor	Leah McGeachie
Kelsey Jones	
Melda Okucu	
Sonia Kim	
Alicia Tarry	
Ting Ting Han	
Shilpi Mehrotra	

Meeting called to order at 7:15 pm by Chair, Tracey Yuruk

Introductions and Housekeeping

- Timekeeper designated -: Alex McLaughlin
- All attendees introduced themselves to the group and briefly described their role within the PAC where applicable.
- Next meeting set for January, 2017
- Minutes from previous meeting (October 17, 2016) reviewed: **Motion** to approve minutes by Alex, and seconded by Shilpi Mehrotra. All in favor: **Approved.**

Old Business:

Halloween party went well. Nice and appropriate costumes

School Report – Principal Wendy Yu

- Report cards are being handed out on December 1st, 2016. These reports will look very similar to previous years' reports. The new reports will cover Core

Competencies: Communication, Critical thinking, Personal and Social Responsibility. Students shall be expected to comment about themselves in one of these areas. Teachers shall be assisting kids to learn to self-assess and determine what they can work on and improve. Teachers are being given the opportunity to explore with the report and by June there will a finalized template to work with.

- Early dismissal is on Tuesday December, 6. Parents wishing to meet with the teacher to discuss their child's progress can arrange to meet after Early Dismissal.
- On January 18, 2017, parents are welcome to attend a community meeting in Surrey from 5 pm to 8 pm. The purpose of this meeting is to provide a platform for parents to voice what they would like to see on the report card to have a better understanding of their child's progress. This is part of the government's Engagement Process regarding the new curriculum.
- This week and the following Monday, a retired principal, Christine Lauzon is coming to the school to provide free Zumba sessions. Students who attended the information session today responded favorably. She will be at school this week for three days and once the following week.
- Emergency Preparedness: Under the current system, each school is allotted with its own supplies to meet the needs of its students. Currently there is an inequality with this self-sustaining method. Our school has a considerable supply while schools like Mountain View have minimal resources. The District is considering pooling resources to tackle the problem. By doing that this would relieve personnel. It is estimated that, in case of an emergency situation, 80 percent of the students could be released by 6pm and by the end of the day, the anticipation is that there would be around 20% of students and staff left. This group would walk to Summit Middle School. This would be a secondary location. If the situation arises, students from Summit would move to Glen Eagle. As of now, there is no rush to purchase supplies. The District is working on an alternate plan. Alex McLaughlin, confirmed emergency food is good till 2020. One class has expired food. Alex McLaughlin explains that the school would be able to sustain itself with the current supplies. There is no huge rush but very soon there will be an alternate plan. The 20 percent left at the school, at the end of the day shall not be left without supplies.
- Christmas Concert shall take place on Tuesday Dec 12 and Wednesday December 13 at 1:15 pm and 7pm. The school has been divided into two groups: The Green list on Tuesday and Red list on Wednesday. An email shall be going out to the parents on Tuesday (following the PAC meeting) about these times. Parents are encouraged to attend the 1:15 pm session as the evening session is expected to be crowded. The email to parents will include a request for cash donations or perishable food items for the local Food Bank.
- Traffic Update: 'Lunch with the Principal' shall take place on Wednesday. The three winners will be treated lunch at Subway.
- City bylaw officers and RCMP officers were at the school today. There was a situation today where a parent was suggesting that the drive-through should be shut down. It was clarified that there is signage on Plateau in front of the school

that notes parking restriction in effect from December 1 to February 15. Drivers who violate this restriction will be ticketed. The reason for this parking restriction Ms. Yu explained is because the roads get icy below 2 degrees celsius and this becomes dangerous.

- Ms. Yu thanked the Grade 5 parents for the hoody she was wearing to the meeting.

Chair Report - Tracey Yuruk

- Next meeting: Chairperson, Tracey Yuruk thanked everyone for their continued support and hard work. Tracey suggests that the next meeting for December 12 be cancelled. The recommendation comes as December is a busy time of the year. The motion was passed to cancel the December meeting. The following meeting is scheduled for 16 January, 2017.
- By-laws: Tracey advised that the PAC by-laws have not been reviewed for a couple of years and suggests that a couple of the committee members go through the by-laws. Tracey would like to suggest some changes be made in light of the recent tragic event at a school in Abbotsford and Principal Yu's email from the School District regarding criminal background checks, and that the by-laws should state all PAC members complete a criminal background check.
- War Chest Technology Fund: This fund has been accumulating over three years. Each year the PAC puts \$3000 into the War Chest Fund. This mandatory allocation is strictly for the purpose for purchasing technology for the students. There is also another fund called the 'Contingency Fund' of \$1000. The Chairperson's question is advised that the by-laws do not reflect a cap on an amount how many more years should the PAC allocate \$3000 into the Technology War Chest Fund. It is suggested that \$9000 is a good cutoff point. The recommendation is that the by-law be amended to reflect this. Leah McGeachie, Melda Okucu, Sarah Taylor, Alicia Tarry and Tracey Yuruk shall be reviewing this by-law. The idea is to propose some changes to the by-law at the next meeting. A motion was passed to bring this up at the next meeting to discuss. The deadline to get this done is two weeks before the next meeting. This amendment will be made to be voted on at the next PAC meeting in January.
- Tracey suggests that books be audited for the past two years. This is past due. A retired certified accountant Mr. Chung has audited the books in the past. Tracey recommends Mr. Chung be retained for this task. The audit would be for 2014/2015 and 2015/16. All in favor to retain the services of Mr. Chung.

New Business

- Technology purchase -Sonia Kim, teacher & parent at Panorama is requesting technology expansion for the school. There are currently 20 Ipads. On behalf of the teachers, Sonia is requesting another 10 more. This would complete a set for one class. At this time, with 20 Ipads, it makes it hard for the students to share. This is also in line with where technology is going. Ms. Kim has observed the younger students trying to swipe the monitor as they would an Ipad. Principal, Ms. Yu would also like to see each classroom set up with an IPAD and a stand for the ipad. This replaces overhead projectors. With this technology, teachers shall be able to access online educational material. The cost of the ipad is \$600.80 and the stands are \$120 each. Ms. Yu would also like to see LCD mounted in the classroom. The smart board will be mounted in the library for use. It is currently not being used. There will be a consideration of spending on technology from the War Chest Fund at the next meeting. All in favor for additional ipads.
- Earthquake Preparedness– Melda Okucu shared that at Maple Creek Middle School, the PAC discussed earthquake preparedness and risks including the concern that it could take parents a long time to get to the school. Melda wanted to know if we have anything to protect the children from the cold weather. Alex McLaughlin, in charge of Emergency Preparedness kits mentioned there aren't emergency blankets per se but are foil blankets. She indicated we could look into purchasing blankets but the quantity needs to be determined. The school currently has 60. Alex also mentioned that she isn't able to purchase new supplies as the District is revising its plan and purchases are currently on hold. Principal Ms. Yu is in communication with the principal at Summit. Ms. Yu also pointed out that in a school year, there are three emergency drills, two 'hold and secure lockdown' drills. Kids are very good at these drills. The hope is that parents can make it to the school to pick up their children. In the event that parents have not made it to the school and if it is getting late, students will move to Summit to take shelter. The estimate is around 20% of the students will be still need to be picked up and be moved to Summit.
- Panorama celebrating 25th anniversary in March 2017 – Tracey advised that teachers are planning an open house at the school. Former teachers and principals would be invited. Students would enjoy an anniversary cake. The idea is to have class reps hand out cupcakes to the students. The teachers would like anniversary t-shirts for the kids. The estimate is for about 550 t-shirts. The concern is this would be quite costly. Tracey asked if there are any other ideas. Sonia Kim, parent/teacher suggested the kids wear the school green t-shirts. Teachers have a committee going on organizing 25th anniversary. Pins, pens, stickers, buttons, tattoos for kids were suggested amongst other things. PAC Treasurer, Melda ran numbers. The cost is \$2700 and these funds are available. Tracey asked if anyone on the committee wished to help with this. Kelsey and Tracey

offered to help with the planning of this occasion.

- Odyssey Program – Shilpi Mehrotra.
Ms. Silver, the school counselor and gifted teacher is heading up the Odyssey Program at the school. There was a fun day for grade three and up students. Odyssey is a school based worldwide program that offers program solving in groups. The students work on problem solving together. This ties well into the core competencies. Ms. Silver is requesting that the registration fee of \$100 be covered so she can proceed with the program. Ms. Silver is also looking for parent volunteers. Coach training will take place in January. This program is opened to all students. It is not tailored only for students in the gifted program. Shilpi raised the motion to fund the \$100 registration. Sarah Taylor seconded this. All in favor and motion approved.

Treasurer's Report – Melda Okucu

- Melda Okucu, Tracey Yuruk , Ting Ting Han and Sarah Taylor met to go over the budget.
- Melda advised that she would like to finalize the budget and for the committee to review.
- The findings from the joint review was that there was an increase in the hot lunch program revenue. In the actual figures the revenue is pretty high. They have increased it by \$2000. They changed some allocations, some of the expenses were hidden in the total amount. Moving forward they will be shown separately. Most are the same from previous years.
- Mother and fathers day fund is under Parents Appreciation. In previous years Starbucks was providing the coffee. They have now informed us this will no longer continue. The PAC is considering charging parents for coffee. All were in agreement to leave \$1000 for Parent Appreciation Days.
- Melda asked whether the Web Hosting Fee will continue. Jerusha, Webmaster, confirmed it would and she shall double check to see if this is the amount or if the amount should be higher. It was recommended to keep it at \$200.
- The 'Office' line in the budget is for printing paper. 'Miscellaneous' was supposed to be replaced with 'Web Hosting'. Office includes cheque orders. Misc can be removed.
- A portion of the profits from hot lunch went to the Terry Fox donation. This amount should be removed from hot lunch profits and should be noted in the monthly reports as this amount changes year to year. This year \$300 of the profits from a hot lunch were donated to the Terry Fox Foundation.
- Pink T Shirts for \$100 can be removed from the budget.
- 'Family Night' line to read as 'Spring Fair'.

- Gaming – the school is getting grants from the government each year based on the previous year's numbers. The only change is to the Athletic Club as a new line in the gaming account as revenue and also as an expense. Athletic Club collected \$774 through PayPal and \$30 as cash. Tracey, PAC Chair mentioned that Paula informed her that the Athletic Club may need some equipment. The next step is to bring a proposal with needs and costs information for PAC approval.
- Hip Hop- \$4200 is being requested and not \$3500.
- PAC Chair recommended a small budget for the school's 25th Anniversary. A recommendation of \$750 was made. Melda motioned to approve this budget. Sarah seconded. All in favor.
- Leah McGeachie - The consideration is to add paypal fees for each activity in financial reports. Now that paypal is being used for every activity, it would be helpful to make more visible the service charges by paypal. We need to know what paypal is costing us. Leah suggested by having this figure, we would be able to negotiate a lower cost or find a different form of payment. These paypal numbers should be made more transparent.
- Melda stated that all the money from paypal has been transferred out. Hot lunch, parent education and movie nights have been transferred out. There were four transfers, two in October and two in November and some funds are left in paypal for refunds.
- Melda – there have been situation where we are not getting invoices. As such, the cheques are being put on hold. The PAC will not be making payments till we are in receipt of the invoice. Only valid, legal invoices can be processed by PAC for making payments.
- Melda – Vancity made changes in their online security. Bank cards are required now. It is a debit card issues under the school's name.

Committee Reports

- **DPAC:** Sarah Taylor - They are short of some positions and hopefully filling them next week. There is a push within DPAC to promote multiculturalism in the schools. If the schools aren't active in this area, they would like to know reasons why. There was discussion about the new curriculum and competencies.
- **SPC:** None
- **Fundraising:** We will have family photo night on November 16 and 17.
- **Treat day:** Leadership team did a great job helping.
- **Movie night:** Was a success. There was a profit of \$670 after expenses. There were many volunteers.
- **Hot Lunch:** order deadline is tomorrow.
- **Fundraising/Clothing drive:** last drop off \$124.80 was raised. Next month the drop off is from 2nd December to 5th December. It will be picked up on Monday December 5.
- **Fundraising/ Photo Night:** This was a tedious job for Ting Ting and Sheema.

The sessions continued to 9:30 pm. The Photographer was short of one helper. The recommendation here is to do a volunteer call for next year. The school raised \$540 from this night.

- **Parent Education:** Saleema Noon session was a success and there is a request for Iboys and Igirls at school. The session was very informative. Some of the content was over the head but the idea was that the kids would take from it what they could grasp. A lot of people marked off needing childminding but then made other arrangements. The recommendation is to charge for babysitting next time this event is held. We had more baby sitters than needed. It was recommended that Jessie Miller be brought to the school. The age of kids using the internet is getting younger. Jessie Miller talks are very informative for parents. However, they are costly and may be booked up.
- **CLUBS: Nothing to report.**
- **Athletic Club:**n/a
- **Traffic:**n/a
- **Class Liaison:** Shilpi – four classes that don't have class reps are: Div 6/7/8/16.
- **CPF:** None
- **Grade 5 Committee:** They are out and the signatures are on them. Few chose not to buy them. 69 out of 75 bought the hoodie.
- **.Walking school bus:** no activity
- **Multicultural Liaison:** no activity
- **Committee Positions:** Tracey mentioned that the vice principal role was still unfilled. There is currently no Vice President assigned.
- **Webmaster:** Jerusha suggests that all passwords are stored in a secure location as a backup in case of unexpected circumstances. There needs to be something in the by-laws about 2nd back up procedures and financials. Principal, Ms. Yu mentioned there is a staff shared file Anything happens to Jerusha a doc will be kept at school. Melda also needs to provide her passwords for emergency. 2nd, back up procedures. Ms.Yu said there is a staff shared file and to provide her with the backup and she can add it. 3. Committee members to use the PAC email address. Jerusha mentioned a forward can be set up to forward from one on one to personal account for those who don't want to use multitude accounts. .
- **Emergency Prep:** Alex McLaughlin – need to know how to coordinate things with Ms. Yu when supplies arrive.

Date of next meeting is tentatively set for January 16, 2017 at 7:00pm

Motion to adjourn meeting. Moved by All. Seconded All. Motion Passed.

Meeting adjourned at 9:45 PM.

